BILL NO. S-89-12-18

SPECIAL ORDINANCE NO. S-223-89

AN ORDINANCE approving the awarding of Reference #890 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and **BUSINESS EQUIPMENT COMPANY AND O'REILLY'S OFFICE SUPPLY CO., INC.** for Office Services.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

SECTION 1. That Reference #890 between the City of Fort Wayne, by and through its Department of Purchasing and **BUSINESS EQUIPMENT COMPANY AND O'REILLY'S OFFICE SUPPLY CO., INC.** for Office Services, respectfully for:

the purchase of office supplies for Office Services;

involving a total cost of Fifty-Nine Thousand Four Hundred Fifty-Two and 54/100 Dollars ($59,452.54) - (BUSINESS EQUIPMENT - $34,039.59; O'REILLY'S - $35,412.95), all as more particularly set forth in said Reference #890 which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Thomas P. Henry
Councilmember

APPROVED AS TO FORM
AND LEGALITY

J. Timothy McCaulay
J. Timothy McCaulay, City Attorney

REF. NO.:	890
DEPT.:	OFFICE SERVICES
DATE:	12/5/89
ITEM/SERV.:	OFFICE SUPPLIES

PURCHASING INFORMATION

ADVERTISED BID:	YES
DATES ADVERTISED:	10/5/89 & 10/12/89
OPENING DATE:	10/26/89
WRITTEN QUOTE:	
DUE DATE:	
VERBAL QUOTE:	
SINGLE SOURCE:	
NO. OF VENDORS NOTIFIED:	17
NO. OF VENDORS RECEIVING BID:	10
NO. OF VENDORS RETURNING BID:	7
NO. OF VENDORS DISQUALIFIED:	2
NO. OF VENDORS NOT RESPONDING:	10
DATE SENT TO DEPT FOR RECOMM.:	10/30/89
DATE RECOMMENDATION REC'D IN PURCH:	12/5/89

COUNCIL INFORMATION	DATES SENT	EXTENSION DATES
DATE INFO SENT TO LAW DEPT.:	12/5/89	
INTRODUCTION DATE:	12/12/89	
DISCUSSION DATE:	12/19/89	
PASSAGE DATE:	12/26/89	
ORDINANCE NO.:		

AMOUNT APPROVED AND/OR SPENT
LAST YEAR: (IF APPLICABLE)

REFERENCE NO. 890
OFFICE SUPPLIES
OFFICE SERVICES

PRICE PER UNIT

ITEM	UNIT	XEROX	BUS EQUIP	DUFFY'S	O'REILLY'S	MID-CITY
1	EA	N/B	$0.87	$1.14	$0.95	N/B
2	EA	N/B	$0.99	$1.53	$1.15	N/B
3	EA	N/B	$1.30	$1.93	$1.32	N/B
4	EA	N/B	$1.95	$2.05	$1.69	N/B
5	EA	N/B	$1.85	$3.87	$2.06	N/B
6	EA	N/B	$2.10	$2.36	$2.50	N/B
7	EA	N/B	$6.90	$8.26	$4.25	N/B
8	EA	N/B	$6.90	$8.26	$4.25	N/B
9	EA	N/B	$4.15	$4.99	$2.59	N/B
10	EA	N/B	$18.45	$13.12	$18.64	N/B
11	EA	N/B	$7.45	$10.31	$10.71	N/B
12	EA	N/B	$55.00	$68.40	$56.00	N/B
13	EA	N/B	$0.15	$0.15	$0.16	N/B
14	EA	N/B	$0.15	$0.18	$0.16	N/B
15	EA	N/B	$0.33	$0.32	$0.34	N/B
16	EA	N/B	$0.24	$0.55	$0.24	N/B
17	M	N/B	$200.00	$190.00	$200.00	N/B
18	EA	N/B	$1.20	$1.76	$1.23	N/B
19	EA	N/B	$1.30	$1.98	$1.35	N/B
20	M	N/B	$39.50	$50.00	$45.00	N/B
21	M	N/B	$54.00	$60.00	$58.00	N/B
22	M	N/B	$160.00	$290.00	$173.60	N/B
23	M	N/B	$210.00	$340.00	$211.60	N/B
24	EA	N/B	$0.42	$0.43	$0.40	N/B
25	EA	N/B	$0.50	$0.49	$0.46	N/B
26	M	N/B	$500.00	$660.00	$650.00	N/B
27	M	N/B	$600.00	$790.00	$780.00	N/B
28	C	N/B	$60.00	$78.00	$76.00	N/B
29	M	N/B	$690.00	$900.00	$880.00	N/B
30	C	N/B	$70.00	$91.00	$89.00	N/B
31	M	N/B	$820.00	$1,050.00	$1,030.00	N/B
32	EA	N/B	$12.00	$4.83	$12.98	N/B
33	EA	N/B	$0.98	$1.36	$1.31	N/B
34	EA	N/B	$0.89	$1.24	$1.19	N/B
35	EA	N/B	$1.05	$1.44	$1.39	N/B
36	M	N/B	$62.00	$80.00	$72.60	N/B
37	M	N/B	$85.00	$110.00	$89.20	N/B
38	M	N/B	$105.00	$140.00	$117.50	N/B
39	M	N/B	$115.00	$150.00	$120.00	N/B
40	M	N/B	$51.00	$70.00	$63.00	N/B
41	M	N/B	$99.00	$130.00	$105.00	N/B
42	M	N/B	$102.00	$130.00	$112.00	N/B
43	M	N/B	$74.00	$90.00	$78.00	N/B
44	EA	N/B	$9.95	$11.23	$10.88	N/B
45	EA	N/B	$8.70	$5.91	$6.95	N/B
46	EA	N/B	$13.50	$6.47	$8.95	N/B
47	EA	N/B	$12.00	$12.92	$12.75	N/B
48	EA	N/B	$0.85	$1.51	$1.47	N/B

49	EA	N/B	$1.20	$1.14	$1.12	N/B
50	EA	N/B	$1.45	$2.30	$2.25	N/B
51	EA	N/B	$2.00	$3.39	$3.30	N/B
52	EA	N/B	$2.80	$5.20	$5.10	N/B
53	EA	N/B	$2.30	$1.31	$2.40	N/B
54	EA	N/B	$2.60	$0.54	$3.95	N/B
55	EA	N/B	$1.75	$0.86	$1.80	N/B
56	EA	N/B	$4.50	$4.19	$3.95	N/B
57	M	N/B	$2.85	$3.60	$3.40	N/B
58	M	N/B	$4.50	$6.45	$5.90	N/B
59	M	N/B	$7.45	$10.00	$9.20	N/B
60	C	N/B	$1.98	$3.08	$2.85	N/B
61	M	N/B	$30.00	$36.00	$62.00	N/B
62	M	N/B	$22.50	$32.00	$31.50	N/B
63	M	N/B	$15.00	$22.00	$21.00	N/B
64	EA	N/B	$1.70	$1.73	$1.60	N/B
65	EA	N/B	$1.70	$1.73	$3.46	N/B
66	EA	N/B	$3.70	$4.43	$3.46	N/B
67	EA	N/B	$2.30	$2.80	$1.99	N/B
68	EA	N/B	$0.088	$0.0985	$0.1135	N/B
69	EA	N/B	$0.088	$0.0995	$0.1125	N/B
70	G	N/B	$65.50	$88.24	$74.40	N/B
71	G	N/B	$55.50	$73.99	$60.00	N/B
72	G	N/B	$29.20	$42.99	$36.00	N/B
73	M	N/B	$72.50	$75.63	$70.00	N/B
74	EA	N/B	$0.90	$0.91	$0.75	N/B
75	EA	N/B	$0.80	$0.99	$0.95	N/B
76	EA	N/B	$1.05	$0.94	$0.95	N/B
77	EA	N/B	$2.90	$2.50	$1.95	N/B
78	EA	N/B	$8.50	$9.54	$8.80	N/B
79	EA	N/B	$5.30	$5.93	$5.48	N/B
80	EA	N/B	$6.50	$7.40	$6.75	N/B
81	EA	N/B	$5.30	$5.92	$5.45	N/B
82	EA	N/B	$9.95	$11.15	$10.28	N/B
83	EA	N/B	$3.75	$4.20	$3.88	N/B
84	EA	N/B	$11.45	$12.84	$11.85	N/B
85	EA	N/B	$4.25	$4.03	$3.80	N/B
86	EA	N/B	$4.75	$4.52	$4.30	N/B
87	EA	N/B	$2.20	$2.32	$1.99	N/B
88	EA	N/B	$0.75	$0.99	$0.88	N/B
89	EA	N/B	$0.90	$1.03	$0.89	N/B
90	EA	N/B	$0.95	$1.04	$0.95	N/B
91	M	N/B	$0.97	$1.50	$1.10	N/B
92	EA	N/B	$0.38	$0.45	$0.39	N/B
93	M	N/B	$3.10	$4.16	$3.50	N/B
94	EA	N/B	$0.30	$0.39	$0.43	N/B
95	EA	N/B	$0.40	$0.35	$0.59	N/B
96	EA	N/B	$0.70	$1.21	$0.63	N/B
97	DOZ	N/B	$0.42	$0.48	$0.41	N/B
98	DOZ	N/B	$0.85	$0.99	$0.85	N/B
99	DOZ	N/B	$2.30	$2.85	$2.40	N/B
100	EA	N/B	$0.95	$0.92	$0.89	N/B
101	EA	N/B	$1.45	$1.42	$1.89	N/B
102	EA	N/B	$1.20	$1.11	$1.15	N/B
103	EA	N/B	$0.35	$0.39	$0.35	N/B
104	EA	N/B	$4.20	$4.59	$4.30	N/B

105	EA	N/B	$10.60	$12.60	$11.60	N/B
106	EA	N/B	$0.35	$0.39	$0.35	N/B
107	DOZ	N/B	$3.05	$3.66	$3.45	N/B
108	G	N/B	$4.85	$4.39	$6.75	N/B
109	DOZ	N/B	$4.25	$3.98	$4.25	N/B
110	DOZ	N/B	$4.75	$3.30	$4.68	N/B
111	BOX	N/B	$1.30	$2.58	$2.60	N/B
112	DOZ	N/B	$0.75	$0.88	$0.80	N/B
113	EA	N/B	$5.75	$5.30	$5.10	N/B
114	BOX	N/B	$1.20	$1.31	$1.05	N/B
115	EA	N/B	$1.45	$1.42	$1.35	N/B
116	EA	N/B	$5.85	$5.49	$5.62	N/B
117	EA	N/B	$0.35	$0.33	$0.36	N/B
118	C	N/B	$4.60	$5.54	$4.45	N/B
119	PKG	N/B	$2.20	$2.05	$1.59	N/B
120	PKG	$0.143	$17.75	$0.33	$12.90	N/B
121	DOZ	N/B	$4.75	$4.99	$3.36	N/B
122	EA	N/B	$0.45	$0.43	$0.37	N/B
123	G	N/B	$7.60	$14.40	$15.00	N/B
124	DOZ	N/B	$2.65	$2.40	$2.59	N/B
125	DOZ	N/B	$5.30	$5.50	$5.95	N/B
126	G	N/B	$90.00	$87.12	$66.60	N/B
127	PKG	N/B	$0.52	$0.47	$0.40	N/B
128	EA	N/B	$2.19	$2.05	$1.87	N/B
129	EA	N/B	$1.23	$1.14	$1.04	N/B
130	G	N/B	$30.00	$40.50	$11.40	N/B
131	G	N/B	$37.00	$40.50	$40.80	N/B
132	EA	N/B	$2.30	$4.17	$2.15	N/B
133	EA	N/B	$0.58	$0.56	$0.37	N/B
134	EA	N/B	$0.40	$0.66	$0.47	N/B
135	CNT	N/B	$33.50	$44.64	$40.32	N/B
136	EA	N/B	$0.50	$0.69	$0.55	N/B
137	EA	N/B	$0.65	$0.95	$0.68	N/B
138	EA	N/B	$0.70	$0.98	$0.82	N/B
139	EA	N/B	$1.20	$2.55	$2.35	N/B
140	EA	N/B	$5.25	$7.52	$3.98	N/B
141	G	N/B	$21.60	$19.08	$21.00	N/B
142	G	N/B	$27.40	$75.00	$21.00	N/B
143	PKG	N/B	$0.45	$0.41	$0.35	N/B
144	EA	N/B	$0.95	$0.95	$0.79	N/B
145	BOX	N/B	$0.64	$1.67	$0.55	N/B
146	BOX	N/B	$1.45	$1.31	$1.68	N/B
147	EA	N/B	$12.75	$11.65	$11.00	N/B
148	EA	N/B	$0.37	$0.66	$0.35	N/B
149	EA	N/B	$13.50	$12.06	$11.40	N/B
150	EA	N/B	$9.30	$8.44	$8.30	N/B
151	EA	N/B	$13.75	$8.86	$14.21	N/B
152	EA	N/B	$2.75	$2.92	$2.88	N/B
153	EA	N/B	$1.05	$1.23	$1.11	N/B
154	EA	N/B	$1.40	$1.56	$1.46	N/B
155	EA	N/B	$2.45	$2.93	$2.60	N/B
156	EA	N/B	$1.95	$2.67	$2.10	N/B
157	EA	N/B	$2.45	$3.29	$2.59	N/B
158	EA	N/B	$2.85	$3.96	$2.99	N/B
159	EA	N/B	$5.70	$7.92	$5.99	N/B
160	FT	N/B	$0.27	$0.45	$0.38	N/B

161	EA	N/B	$0.63	$0.91	$0.55	N/B
162	EA	N/B	$0.78	$1.10	$0.72	N/B
163	EA	N/B	$1.00	$1.34	$0.90	N/B
164	EA	N/B	$2.60	$7.00	$2.86	N/B
165	BOX	N/B	$0.92	$2.47	$0.67	N/B
166	BOX	N/B	$0.92	$2.67	$0.67	N/B
167	EA	N/B	$3.69	$6.90	$3.86	N/B
168	EA	N/B	$0.49	$0.43	$0.36	N/B
169	EA	N/B	$4.10	$6.72	$3.40	N/B
170	EA	N/B	$1.05	$2.80	$0.99	N/B
171	EA	N/B	$0.60	$6.92	$0.98	N/B
172	EA	N/B	$2.80	$2.82	$2.45	N/B
173	EA	N/B	$4.30	$4.64	$4.10	N/B
174	EA	N/B	$5.55	$5.06	$4.85	N/B
175	G	N/B	$123.00	$110.00	$115.20	N/B
176	G	N/B	$77.75	$69.12	$69.12	N/B
177	G	N/B	$129.50	$117.00	$120.96	N/B
178	G	N/B	$129.50	$126.72	$120.96	N/B
179	EA	N/B	$1.89	$1.24	$1.30	N/B
180	EA	N/B	$0.83	$0.77	$0.60	N/B
181	EA	N/B	$5.00	$1.60	$4.50	N/B
182	GAL	N/B	$12.60	$15.66	$12.25	N/B
183	QRT	N/B	$2.90	$3.64	$2.99	N/B
184	EA	N/B	$1.40	$1.60	$1.75	N/B
185	EA	N/B	$0.46	$0.24	$0.63	N/B
186	BOX	N/B	$0.30	$0.52	$0.53	N/B
187	BOX	N/B	$1.75	$1.58	$0.65	N/B
188	SET	N/B	$0.69	$1.12	$0.45	N/B
189	EA	N/B	$1.80	$2.07	$1.99	N/B
190	SET	N/B	$4.65	$5.25	$4.95	N/B
191	SET	N/B	$1.25	$2.82	$1.30	N/B
192	EA	N/B	$2.85	$2.85	$2.95	N/B
193	EA	N/B	$2.25	$2.09	$2.20	N/B
194	EA	N/B	$2.05	$3.12	$1.98	N/B
195	EA	N/B	$12.40	$15.58	$15.00	N/B
196	EA	N/B	$2.05	$3.12	$1.69	N/B
197	EA	N/B	$6.25	$8.38	$8.10	N/B
198	EA	N/B	$4.55	$6.29	$6.10	N/B
199	EA	N/B	$3.25	$2.95	$2.85	N/B
200	G	N/B	$46.50	$80.40	$33.12	N/B
201	G	N/B	$46.50	$80.40	$33.12	N/B
202	M	N/B	$8.25	$7.48	$9.00	N/B
203	EA	N/B	$5.50	$27.92	$8.00	N/B
204	EA	N/B	$1.50	$12.38	$2.27	N/B
205	EA	N/B	$1.50	$20.12	$2.40	N/B
206	M	N/B	$250.00	$320.00	$290.00	$390.000
207	C	N/B	$40.00	$51.64	$73.00	$61.000
208	C	N/B	$44.00	$65.73	$78.00	N/B
209	SET	N/B	$1.40	$3.43	$2.26	N/B
210	BOX	N/B	$0.65	$1.90	$0.97	N/B
211	EA	N/B	$1.60	$3.71	$3.60	N/B
212	EA	N/B	$0.95	$1.44	$1.40	N/B
213	EA	N/B	$1.25	$1.76	$1.69	N/B
214	M	N/B	$30.90	$24.30	$50.00	N/B
215	M	N/B	$24.40	$47.12	$29.95	N/B
216	M	N/B	$6.90	$6.77	$7.00	N/B

217	M	N/B	$19.90	$30.00	$28.50	N/B
218	PKG	N/B	$1.69	$1.59	$1.20	N/B
219	BOX	N/B	$1.35	$1.46	$1.41	N/B
220	EA	N/B	$6.35	$9.44	$7.70	N/B
221	EA	N/B	$1.40	$1.81	$1.99	N/B
222	DOZ	N/B	$5.40	$5.27	$3.95	N/B
223	EA	N/B	$0.95	$0.80	$0.40	N/B
224	DOZ	N/B	$10.55	$23.52	$11.40	N/B
225	G	$83.520	$50.00	$156.96	$47.52	N/B
226	BOX	N/B	$7.40	$8.74	$8.25	N/B
227	BOX	N/B	$7.90	$8.74	$8.75	N/B
228	BOX	N/B	$6.95	$8.28	$7.65	N/B
229	BOX	N/B	$7.50	$8.85	$8.25	N/B
230	EA	N/B	$1.10	$0.96	$1.04	N/B
231	EA	N/B	$1.70	$1.55	$1.51	N/B
232	PKG	N/B	$8.75	$9.89	$11.40	N/B
233	EA	N/B	$1.70	$1.75	$1.69	N/B
234	EA	N/B	$1.50	$1.73	$2.35	N/B
235	G	$198.000	$140.00	$167.04	$142.56	$226.080
236	G	N/B	$440.00	$410.40	$482.40	$516.960
237	G	N/B	$50.00	$57.00	$56.16	$126.720
238	EA	N/B	$10.60	$14.20	$10.41	N/B
239	EA	N/B	$2.25	$2.00	$1.80	N/B
240	EA	N/B	$0.57	$0.55	$0.54	N/B
241	G	N/B	$100.00	$108.00	$70.56	N/B
242	G	N/B	$78.00	$83.52	$57.60	N/B
243	G	N/B	$34.00	$37.08	$24.84	N/B
244	G	N/B	$57.00	$64.80	$63.36	N/B
245	EA	N/B	$3.70	$4.32	$4.15	N/B
246	EA	N/B	$14.25	$12.97	$16.46	N/B
247	EA	N/B	$4.25	$3.88	$4.88	N/B
248	EA	N/B	$10.50	$11.82	$10.90	N/B
249	EA	N/B	$6.15	$6.95	$6.40	N/B
250	EA	N/B	$4.40	$5.00	$4.60	N/B
251	EA	N/B	$4.90	$5.56	$5.13	N/B
252	EA	N/B	$5.50	$6.20	$5.73	N/B
253	EA	N/B	$6.75	$6.18	$6.67	N/B
254	EA	N/B	$10.00	$2.69	$8.39	N/B
255	EA	N/B	$3.30	$3.02	$2.71	N/B
256	EA	N/B	$1.95	$3.02	$3.13	N/B

FRONT PAGE/INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET - ROOM 350
PHONE 219-427-1101

BID OPENING DATE 10-26-89 @ 11:00 AM BID REFERENCE # 890

SEALED BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M. ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS & SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER".

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES

AND REQUESTED BY OFFICE SERVICES

THIS BID REQUIRES A XXXXXXX $500.00 BID BOND, CERTIFIED OR CASHIER'S CHECK OF ALL BIDDERS.

THIS BID REQUIRES A _____ 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: ____/____% IF PAID WITHIN ____/____ DAYS.

THIS INVITATION IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY THE CITY OF FORT WAYNE WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH ACCOMPANYING SPECIFICATIONS.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME BUSINESS EQUIPMENT COMPANY

STREET ADDRESS 620 South Calhoun St.

CITY Fort Wayne, IN PHONE # 423-2588

BY Diane A. Kurtz
REPRESENTATIVE SIGNATURE

	Estimated Order Quantity	Item	Unit Price / Total
1.	400	Report Covers, 11 x 8 1/2, side opening, (Accopress #2507), various colors	$ .87 / $ 348.00
2.	200	Report Covers, 11 x 8 1/2, end opening, (Accopress #1704), various colors	.99 / 198.00
3.	200	Report Covers, 14 x 8 1/2, end opening, (Accopress #1904), various colors	1.30 / 260.00
4.	800	Nylon Prong Binders, 14 7/8 x 11, for computer print-outs,(Wilson Jones 14-1411N)	1.95 / 1560.00
5.	24	Three Ring Binder, 8 1/2 x 11, 1 1/2 " ring, front and rear pockets,(Wilson Jones 364-34)	1.85 / 44.40
6.	24	Three Ring Binder, 9 1/2 x 6, 1" ring, (Wilson Jones B3-198-12B or Wilson Jones 364-12B)	2.10 / 50.40
7.	24	Three Ring Binder, 9 1/2 x 6, 2" ring, (Wilson Jones B3-198-42B)	6.90 / 165.60
8.	24	Three Ring Binder, 8 1/2 x 5 1/2, 2" ring, (Wilson Jones B3-198-40B)	6.90 / 165.60
9.	24	Three Ring Binder, 8 1/2 x 5 1/2, 1" ring, (Wilson Jones B3-198-10B)	4.15 / 99.60
10.	30	B&P 1470 Roll Books 10 1/2 x 8 1/4 with 150 pages	18.45 / 553.50
11.	40	Account Book, 150 Pages, ledger, journal or record, (National 37-331, or B&P 67-1/8)	7.45 / 81.95
12.	12	Gross Steno notebooks, spiral bound, (WJ 1115W)	55.00 / 660.00
13.	200	Report Covers, Plastic with slide-on Spine, Clear	.15 / 30.00
14.	200	Report Covers, Plastic with slide-on Spine, Colors	.15 / 30.00
15.	12C	Report Covers,double inside pockets, with 3 fasteners, Asst. Colors, (Duo Tang #54128)	.33 / 396.00
16.	12C	Report Covers, 3 double tang fasteners, Asst. Colors, (Duo-Tang #51258)	.24 / 288.00

	Estimated Order Quantity	Item	Unit Price / Total
17.	1M	Report Covers, double inside pockets, w/o metal fasteners, Asst. Colors, (Duo-Tang #50125)	$ .20 /$ 200.00
18.	60	Metal Drawer Frames for 8 1/2 x 11 hanging files	1.20 / 72.00
19.	24	Metal Drawer Frames for 8 1/2 x 14 hanging files	1.30 / 31.20
20.	40M	File Folders heavy manila, 8 1/2 x 11 1/3, 1/5 or straight cut	39.50/M 1580.00
21.	20M	File Folders heavy manila, 8 1/2 x 14 1/3, 1/5 or straight cut	54.00/M/ 1080.00
22.	2M	Hanging Folders, 8 1/2 x 11	.16/ea 320.00
23.	2M	Hanging Folders, 8 1/2 x 14	.21/ea 420.00
24.	500	Hanging Folders, Box Bottom, 8 1/2 x 11, (Pendaflex F2-4152 x 2)	.42/ea 210.00
25.	200	Hanging Folders, Box Bottom, 8 1/2 x 14, (Pendaflex F2-4153 x 2)	.50/ea 100.00
26.	1M	File pockets, 1 3/4" expansion, 8 1/2 x 11, (Smead 1514C or Wilson Jones #62)	.50/ea 500.00
27.	1M	File pockets, 1 3/4" expansion, 8 1/2 x 14, (Smead 1516C or Wilson Jones #72)	.60/ea 600.00
28.	15C	File pockets, 3 1/2" expansion, 8 1/2 x 11, (Smead 1524E) WJ #CC64	.60/ea 900.00
29.	1M	File pockets, 3 1/2" expansion, 8 1/2 x 14, (Smead 1526E) W.J #CC74	.69/ea 690.00
30.	15C	File pockets, 5 1/4" expansion, 8 1/2 x 11, (Smead 1534 or WJ 66)	.70/ea 1050.00
31.	1M	File pockets, 5 1/4" expansion, 8 1/2 x 14, (Smead #1536G or WJ 76)	.82/ea 820.00
32.	30	Dictionary, Webster's Collegiate, 9th Edition	12.00 / 360.00
33.	60	Expanding Wallets, 11 3/4 x 9 1/2, 5 1/4" exp. (Smead 1073G) W.J. #CC196	.98 / 58.80

	Estimated Order Quantity	Item	Unit Price / Total
34.	60	Expanding Wallets, 11 3/4 x 9 1/2, 3 1/2" exp., (Smead 1053E) W.J. # CC19-4	$ .89 / 53.40
35.	120	Expanding Wallets, 15 x 10, 3 1/2" exp.. (Smead M6-1056E) W.J. CC22-4	1.05 / 126.00
36.	2M	Envelopes, Sub. 32, Buff, Clasp, 7 1/2 x 10 1/2	62.00 / 124.00
37.	4M	Envelopes, Sub. 32, Buff, Clasp, 10 x 13	85.00/M 340.00
38.	1M	Envelopes, Sub. 32, Buff, Clasp, 11 1/2 x 14 1/2	105.00 / 105.00
39.	1M	Envelopes, Sub 32, Buff, Clasp, 12 x 15 1/2	115.00 / 115.00
40.	1M	Envelopes, Sub. 32, Buff, Clasp, 6 x 9	51.00/M 51.00
41.	2M	Envelopes, Sub. 32, Buff, Clasp, 9 1/2 x 14 1/2	99.00 / 198.00
42.	1M	Envelopes, Sub. 32, Buff, Clasp, 10 x 15	102.00 / 102.00
43.	10M	Envelopes, Sub. 32, Buff, Clasp, 9 x 12	74.00 / 740.00
44.	24	sets File guides, pressboard, 11 x 8 1/2, 11 x 8 1/2, metal tabbed w/o rod eyelet (Smead S1151-25) G/W #95MX21	9.95 / 238.80
45.	48	sets File guides, pressboard, 11 x 8 1/2, Alpha, plastic tabs, (Oxford G7-xP225)	8.70 / 417.60
46.	48	sets File guides, pressboard, 14 x 8 1/2, Alpha, plastic tabs, (Oxford GX-XP1025)	13.50 / 648.00
47.	24	sets File guides, pressboard, 14 x 8 1/2, Alpha, metal tabs, w/o rod eyelet, (Smead S2151-25) G/W #95MX24	12.00 / 288.00
48.	36	sets Card Guides, 3 x 5, Alpha, plain tabs, Buff, (Smead 515-25, Barkley 575-2) SCM #3255	.85 / 30.60
49.	24	sets Card Guides, 4 x 6, Alpha, plain tabs, Buff, (Smead 625-25, Barkley 675) SCM 4256	1.20 / 28.80
50.	10	bxs. Card Guides, 3 x 5, 1/3 cut, plain blank, 100 per box, (Smead 523) SCM 353BL	1.45 / 14.50
51.	10	bxs. Card Guides, 4 x 6, 1/3 cut, plain blank tab, 100 per box, (Smead 623) SCM 463BL	2.00 / 20.00

	Estimated Order Quantity	Item	Unit Price / Total
52.	10	bxs. Card Guides, 5 x 8, 1/3 cut, plain blank tab, 100 per box, (Smead 823) SCM 583-BL	$ 2.80/ 28.00
53.	48	sets Card Guides, 4 x 6, Buff, Alpha, plastic tabs, (Oxford G1-X4625-BF) G/W 42C56	2.30 / 110.40
54.	24	sets Card Guides, 5 x 8, Buff, Alpha, plastic tabs,(Smead G3-8150-25) G/W 52C58	2.60 / 62.40
55.	48	sets Card Guides, 3 x 5, Alpha, plastic tabs, (Smead G3-5250-25) G/W 32C55	1.75 / 84.00
56.	10	Bxs. Tabulating Card Guides, 7 3/8 x 3 1/4, 1/5 cut (Smead G3-TA25)	4.50 / 45.00
57.	20M	Index Cards, white ruled, 3 x 5, (1/m box)	2.85 / 57.00
58.	10M	Index Cards, white ruled, 4 x 6, (1/m box)	4.50 / 45.00
59.	8M	Index Cards, white ruled, 5 x 8, (500/c box)	7.45 / 59.60
60.	15C	Filler Paper, 3 ring, white faint ruled, 500 box, 8 1/2 x 11,(National 14-281) WJ 2813F	1.98 / 29.70
61.	4M	Filler Paper, 3 ring, white faint wide ruled, 8 1/2 x 11, reinforced,(B & P A3-5312-102A) WJ #805-13F	30.00 / 120.00
62.	1M	Filler Paper, 3 ring, white faint ruled, 9 1/2 x 6, (National A3-14-261 or Plain A3-14-260) WJ #2711F	2.25 / 22.50
63.	1M	Filler Paper, 3 ring, white faint ruled, 8 1/2 x 5 1/2,(National A3-14-251 or Plain A3-14-250) WJ #2809F	1.50 / 15.00
64.	200	Analysis Pads, 11 x 8 1/2, side bound, w/holes on bound side, Buff or Green, this includes, 2,3,4,5,6,7,and 8 columns, (WJ 7200 Series)	1.70 / 340.00
65.	30	Analysis Pads, Wilson Jones G7214D	1.70 / 51.00
66.	30	Analysis Pads, Wilson JonesG7513	3.70 / 111.00
67.	30	Analysis Pads, Wilson Jones G7608 WB	2.30 / 69.00
68.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-3)	8.80 / 70.40

	Estimated Order Quantity	Item	Unit Price / Total
69.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-8)	$ 8.80 / $ 70.40
70.	20G	Legal ruled pads, 8 1/2 x 14, yellow & white #9014 #9024	65.50 / 1310.00
71.	20G	Legal ruled pads, 8 1/2 x 11 3/4, yellow & white #911 #9021	55.50 / 1110.00
72.	12G	Legal ruled pads, 5 x 8, yellow & white #9058 #9028	29.20 / 350.40
73.	3M	Sheet Protectors, Acetate, 8 1/2 x 11, for 3 ring binders, (C-Line 00010)	72.50 / 217.50
74.	12	rolls Correction Tape, adhesive, 1/6" wide, (Avery CR 16)	.90 / 10.80
75.	24	Paper Spindles – #50112	.80 / 19.20
76.	15	pack Correction Paper for typing, white/colors, (Super Ko-Rec-Type, 01-1SK)	1.05 / 15.75
77.	50	LB. Rubber Bands, 1/4# Box and 1# Box, assorted sizes	2.90 / 43.50
78.	6	File Boxes, Metal, 3 x 5 x 8, (Weis #835)	8.50 / 51.00
79.	6	File Boxes, Metal, 3 x 5 x 6, Black, (GW H4-653)	5.30 / 31.80
80.	6	File Boxes, Metal, 4 x 6 x 6, Black, (GW H4-664)	6.50 / 39.00
81.	6	File Boxes, Metal, 4 x 6 x 4, Black, (GW H4-644)	5.30 / 31.80
82.	6	File Boxes, Metal, 4 x 6 x 8, Black, (GW #846)	9.95 / 59.70
83.	8	File Boxes, Metal, 3 x 5 x 3, Black, (GW H4-533)	3.75 / 30.00
84.	6	File Boxes, Metal, 5 x 8 x 8, Black, (GW #858)	11.45 / 68.70
85.	240	Storage Boxes, 12 Ctn, (#11 Liberty Storage Bx)	4.25 / 1020.00
86.	240	Storage Boxes, 12 Ctn, (#12 Liberty Storage Bx)	4.75 / 1140.00
87.	60	Storage Boxes, 12 Ctn, (#725 Liberty Storage Bx)	2.20 / 132.00
88.	24	Clipboard, 6 x 9	.75 / 18.00
89.	120	Clipboards, 8 1/2 x 11	.90 / 108.00

	Estimated Order Quantity	Item	Unit Price / Total
90.	60	Clipboards, 8 1/2 x 14	$ .95 / $ 57.00
91.	100M	Paperclips, #1, standard, rustproof	.97/M 97.00
92.	12	Bxs. Butterfly Paper Clamps (12/box)	.38 / 4.56
93.	20M	Jumbo paper clips, 2" long	3.10 / 62.00
94.	180	Magnetic clips with 1 1/4" clamp, 18/Box (Boston P3-2026)	.30 / 54.00
95.	120	Magnetic clips with 2 1/4" clamp, 12/Box (Boston P3-2027)	.40 / 48.00
96.	48	Paper clip holders, Magnetic	.70 / 33.60
97.	48	Dz. Binder Clips/Paper Clamps, (Manhattan #20)	.42 / 20.16
98.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #50)	.85 / 61.20
99.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #100)	2.30 / 165.60
100.	120	Stamp Pads, Asst. Colors, (Sanford's #1)	.95 / 114.00
101.	60	Stamp Pads, Asst. Colors, (Sanford's #2)	1.45 / 87.00
102.	48	Stamp Pad Inker, Roll-on, Asst. Colors	1.20 / 57.60
103.	48	Tape Dispensers, Hand held, 1/2" (Scotch H-126)	.35 / 16.80
104.	30	Tape Dispenser, Black, for tape 3/4" x 1296, (Scotch R8-C40)	4.20 / 126.00
105.	8	Tape Dispenser, 3" core, for tape 1" x 2592, (Scotch R8-C25)	10.60 / 84.80
106.	120	Tape Dispensers, Hand Held, 3/4", (Scotch H-127)	.35 / 42.00
107.	6	Dz. Erasers, (Pink Pearl #100)	3.05 / 18.30
108.	8G	Erasers, Pencil Tip Wedge	4.85 / 38.80
109.	4	Dz. Erasers, (Art Gum #211)	4.25 / 17.00
110.	6	Dz. Erasers, (Eberhard Faber Pink Pearl #400)	4.75 / 28.50

	Estimated Order Quantity	Item	Unit Price / Total
111.	120	Bxs. Paper Fasteners, Metal, 50/Bx, (#22 Acco Fasteners)	$ 1.30 / $ 156.00
112.	30	Dz. Finger Tips, Asst. sizes, (Parr Swingline)	.75 / 22.50
113.	8	Copy Holder, Metal, 7 x 9 1/2, (Liberty #76)	5.75 / 46.00
114.	72	Bxs. Push Pins, Plastic heads, Assted Colors (100/box)	1.20 / 86.40
115.	120	Desk Trays, Letter size, stackable, (Eldon #1600)	1.45 / 174.00
116.	96	Desk Trays, Large size, stackable, (Eldon #1604)	5.85 / 561.60
117.	24	Eraser, (Magic Rub Drafting Faber-Castell T9-1954)	.35 / 8.40
118.	5C	Paper Fasteners, Self-Adhesive, 2" cap., (Acco Z1-70021)	4.60 / 23.00
119.	200	Pkg. Labels, self-adhesive, 2 x 4, (Avery S-6432)	2.20 / 440.00
120.	15C (15 BX)	Pkg. Labels, Self-Adhesive, for mailing, 15/16" x 2 11/16", 33 Labels on an 8 1/2" x 11" sheet, to be used in copiers and Laser Printers AVERY # 5351 - 100 SHEETS PER BOX	17.75 / 266.25
121.	70	Dz. Hi-Liters, assted colors, wide tip, (Carters 09-07742--09-07749)	4.75 / 332.50
122.	96	Envelope Moistner, plastic tube with sponge end, (Sterling Master)	.45 / 43.20
123.	40G	Pencils, black lead, #2, 2 1/2 and 3, (~~Ticonderoga~~) (National)	7.60 / 304.00
124.	12	Dz. Pencils, Asst. Colors, w/erasers, (Eagle VeriThin)	2.65 / 31.80
125.	2	Dz. Pen Refills, Universal, ball point, blue, black and red, med. pt. and fine pt.	5.30 / 10.60
126.	6G	Wide tip markers, asstd. colors, (El Marko 751-759-01)	90.00 / 540.00
127.	24	Pkgs. Eraser Refills, Mechanical Pencil, (Pentel Sharp #5)	.52 / 12.48

	Estimated Order Quantity	Item	Unit Price / Total
128.	24	Pens and attachable anchors, (Sta-Put, W. T. Rogers)	$ 2.19 / $ 52.56
129.	24	Pen refills, for attachable pens, (Sta-Put, W. T. Rogers)	1.23 / 29.52
130.	40G	Pens, med. pt., asst. colors, (Bic Deluxe C-PM011)	30.00 / 1200.00
131.	20G	Pens, Fine point, asst. colors, (Bic BC-FS11)	37.00 / 740.00
132.	120	Mechanical Pencils, .5mm lead, (Pental Sharp 5)	2.30 / 276.00
133.	160	tubes Lead for mechanical pencils, .5mm, asstd. shades and darkness	.58 / 92.80
134.	48	Letter Openers, metal, medium priced	.40 / 19.20
135.	1	ctn. Gummed reinforcements, 1/4" diam., 72 boxes/carton, (Dennison #2)	33.50 / 33.50
136.	48	Ruler, 12", wood with double metal edge	.50 / 24.00
137.	48	Ruler, 15", wood with double metal edge	.65 / 31.20
138.	48	Ruler, 18", wood with double metal edge	.70 / 33.60
139.	148	Pairs, Scissors, 8", straight, medium priced	1.20 / 177.60
140.	148	Staplers, Desk, Standard, Black	5.25 / 777.00
141.	4G	Pens, asst. colors, med. pt., (Papermate PA-931, 2, 3)	21.60 / 86.40
142.	4G	Pens, Fine pt., asst. colors, (Papermate PA-936, 7, 8)	27.40 / 109.60
143.	36	Pkgs Chalk, anti-dust,(Crayola T2-1402)	.45 / 16.20
144.	6	Chalk Eraser,(Weber Costello, TS-804-526)	.95 / 5.70
145.	300	Bxs. Staples, standard, for desk staplers	.64 / 192.00
146.	60	Bxs. Staples, undulated, (Ace #700)	1.45 / 87.00
147.	12	Stapler, clipper type, (Ace #702)	12.75 / 153.00

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148.	148	Staple remover, (Ace Standard #60)	$ .37 / $ 54.76
149.	12	Pencil Sharpener, self-feed, beige color, vacuum base, (Boston 1068)	13.50 / 162.00
150.	20	Pencil Sharpener, attachable base, selectable diameters, tan w/brown base, (Berol U8-AP806)	9.30 / 186.00
151.	24	Desk Organizers, metal, vertical file, 6 slots, (GW #306)	13.75 / 330.00
152.	60	Rls. Tape, Packaging, 2" x 72 yds., clear (Scotch R8-3750-2-60)	2.75 / 165.00
153.	200	Rolls, Tape, mending, 1/2" x 1296", (Scotch #810)	1.05 / 210.00
154.	600	Rolls, Tape, mending, 3/4" x 1296", (Scotch #810)	1.40 / 840.00
155.	72	Rolls, Tape, mending, 3/4" x 2592", (Scotch #810)	2.45 / 176.40
156.	72	Rolls, Tape, drafting, 3/4" x 60 yds., (Scotch #230)	1.95 / 140.40
157.	72	Rolls, Tape, drafting, 1" x 60" yds., (Scotch #230)	2.45 / 176.40
158.	120	Rolls, Tape, masking, 1" x 60 yds., (Scotch R8-202-1)	2.85 / 342.00
159.	72	Tape, masking, 2" x 60 yds., (Scotch R8-202-2)	5.70 / 410.40
160.	75'	Magnetic Tape, 1/2" wide	.27 / 20.25
161.	24	Rls. Labeling Tape, 1/4", asstd colors, (Dymo)	.63 / 15.12
162.	48	Rls. Labeling Tape, 3/8", asstd colors, (Dymo)	.78 / 37.44
163.	96	Rls. Labeling Tape, 1/2", asstd colors, (Dymo)	1.00 / 96.00
164.	24	Engineer Scales & Cases (3 sided)	2.60 / 62.40
165.	36	Bxs. Tabbing, 1/2", Index, asstd colors, 5 pkgs/box, (Aico)	.92 / 33.12
166.	36	Bxs. Tabbing, 3/8", Index, asstd colors, 5 pkgs/box, (Aico)	.92 / 33.12
167.	72	Rls, Tape, Filament, 3/4"x60 yds., (Scotch R8-898)	3.69 / 265.68

	Estimated Order Quantity	Item	Unit Price / Total
168.	72	Desk Pad Blotters, 19 x 24, green, brown, or black	$ .49 / $ 35.28
169.	72	Desk Pads, 19 x 24, green, brown, or black, with 4 padded corners, gold border design	4.10 / 295.20
170.	100	Desk Pad Covers, acetate, 19 x 24, .0075 thick	1.05 / 105.00
171.	48	Paper Punch, clipper type, 1/4", (Premier 404)	.60 / 28.80
172.	48	Pad Holder, with clip, 5 x 8, Black, (Hazel N2-R535-61)	2.80 / 134.40
173.	48	Pad Holder,with clip, 8 1/2 x 11, Black, (Hazel N2-~~R535~~ R252-61)	4.30 / 206.40
174.	48	Pad Holder, with clip, 8 1/2 x 14, Black, (Hazel N2-R253-61)	5.55 / 266.40
175.	10G	Correction Fluid, white, (Liquid Paper)	123.00 / 1230.00
176.	1G	Correction Fluid Thinner, (Liquid Paper Thinner)	77.75 / 77.75
177.	4G	Correction Fluid, for copies, (Liquid Paper)	129.50 / 518.00
178.	2G	Correction Fluid, colors, (Liquid Paper)	129.50 / 259.00
179.	48	Stamp Pad Ink, 1 1/2 oz., assorted colors	1.89 / 90.72
180.	24	Rubber Cement, 4 Oz., (Carter's)	.83 / 19.92
181.	6	Rubber Cement Empty Pint Jar, w/app. brush	5.00 / 30.00
182.	5	Gal. Rubber Cement, one gallon containers, (Carter's)	12.60 / 63.00
183.	6	Qts. Rubber Cement Thinner, one quart, (Carter's)	2.90 / 17.40
184.	12	Typewriter Cleaning Fluid, ~~2 Oz.~~ 4 oz., (Dr. Scat)	1.49 / 17.88
185.	100	Poster Board, 22" x 28", white	.46 / 46.00
186.	72	Bx Thumb Tacks,non-rusting metal,large, 100 per box	.30 / 21.60

	Estimated Order Quantity	Item	Unit Price / Total
187.	48	Bxs. Map Tacks, assorted colors	$ 1.75 / $ 84.00
188.	400	Sets Indexes, 3-ring, clear or colored tabs, (Aico C1-213-8)	.69 / 276.00
189.	96	Desk Cleaner, (3M Desk & Office Cleaner)	1.80 / 172.80
190.	12	Sets Book Ends, Metal, 9"	4.65 / 55.80
191.	12	Sets Book Ends, metal, 5"	1.25 / 15.00
192.	24	Wastebaskets, 15", Heavy Duty Rubber, Blk	2.85 / 68.40
193.	24	Wastebaskets, 12 1/4", Heavy Duty Rubber, Blk	2.25 / 54.00
194.	40	Binders, nylon posts, 8 1/2 x 11 3/4, for burst print-outs, 10/box, (WJ 47-812)	2.05 / 82.00
195.	24	Binders, metal post, ledger style, 9 1/4 x 11 7/8, 5/16" posts, (WJ 241-40N)	12.40 / 297.60
196.	120	Data Binder, for burst or unburst sheets, 8 1/2 x 11, (Wilson Jones 47-811)	2.05 / 246.00
197.	24	Expanding File, 15 x 10, Alpha dividers, (Smead R219A)	6.25 / 150.00
198.	24	Expanding File, 12 x 10, Alpha, (Smead R217A)	4.55 / 109.20
199.	48	Indexes, for post binders, 9 1/4 x 11 7/8, 6 clear tabs, (WJ #504-40M)	3.25 / 156.00
200.	20G	Felt Tip Pens, Fine Pt., Asst. Colors, (Berol Flash 32)	46.50 / 930.00
201.	20G	Felt Tip Pens, Medium Pt., Asst. Colors, (Berol Flash 30)	46.50 / 930.00
202.	2M	Rolodex Cards, plain white, 3 x 5,(C-35)	8.25 / 16.50
203.	20	Paper Punch, 3 hole, Heavy Duty	5.50 / 110.00
204.	12	Date Stamp, (Rex-1, Pullman PD-1)	1.50 / 18.00
205.	12	Date Stamp, (Rex-2, Pullman PD-2)	1.50 / 18.00
206.	2M	Rls. Adding Machine Tape, 2 1/4"	.25 / 500.00

	Estimated Order Quantity	Item	Unit Price / Total
207.	1C	Rls. Adding Machine Tape, 3"	$ .40 / $ 40.00
208.	1C	Rls. Adding Machine Tape, 3 7/16"	.44 / 44.00
209.	48	Sets Index, 3 Ring, A - Z, (Aico C-213)	1.40 / 67.20
210.	40	Bxs. Tabs, plastic for hanging folders, (Oxford #42)	.65 / 26.00
211.	240	Micro-cassette, 60 minutes, (Scotch #543)	1.60 / 384.00
212.	500	Cassette Tapes, 60 minutes, (Scotch)	.95 / 475.00
213.	500	Cassette Tapes, 90 minutes, (Scotch)	1.25 / 625.00
214.	2M	Envelopes, manila, oversize mailing,(Kraft #12)	30.90 / 61.80
215.	4M	Shipping Tags, w/string, (Dennison S1-11-505)	24.40 / 97.60
216.	4M	Rolodex Cards, 2 1/4" x 4"	6.90 / 27.60
217.	1M	Filler Paper, 3 ring, plain, (National #14-280)	19.90 / 19.90
218.	600	Pkgs.,Labels, File Folder, asstd. colors, (Avery FF3)	1.69 / 1014.0
219.	10	Bxs. Tabs, Index, cloth, gray, (Dennison 59-106)	1.35 / 13.50
220.	60	Easel Pads, 27 x 34, (Ampad #24-031)	6.35 / 381.00
221.	96	Notebooks, spiral bound, college ruled, (KolorKraft D4-33-706)	1.40 / 134.40
222.	4	Dz. China Markers, asstd colors, (Berol 43-164T 169T and 3-170T-174T)	5.40 / 21.60
223.	120	Gluestick, 6 Oz., (Pritt Y9-95180)	.95 / 114.00
224.	12	Dz. Calculator Ribbons, cloth, BR80N	10.55 / 126.60
225.	8G	Lift-off Tape, for IBM Selectric II Correctable, (Scotch #555)	50.00 / 400.00
226.	6	Bxs. Carbon Paper, Black, 8 1/2 x 11, for Typing, (Nu-Kote 02-NK11)	7.40 / 44.40
227.	6	Bxs. Carbon Paper, Black, 8 1/2 x 14, for typing,	7.90 / 47.40

	Estimated Order Quantity	Item	Unit Price / Total
		(Nu-Kote 02-NK14)	
228.	10	Bxs. Carbon Paper, 8 1/2 x 11, Pen & Pencil, (Nu-Kote 02-B6010-11 1/2)	$ 6.95 / $ 69.50
229.	6	Bxs. Carbon Paper, 8 1/2 x 14, Pen & Pencil, (Nu-Kote 02-B6010-14)	7.50 / 45.00
230.	48	Sorting Compound, moistener for finger tips, large, (Sortkwik)	1.10 / 52.80
231	120	Vertical File, plastic, attachable sections, (Eldon Add-a-file System, HB-1601)	1.70 / 204.00
232.	36	Pkgs. Columnar Sheets, 9 1/4 x 11 7/8, white, includes, 2,3,4,6,8,10,10A,12,16,20,24,FR cols., (Wilson-Jones A1-10 series)	8.75 / 315.00
233.	100	Pads Columnar Pads, 11 x 8 1/2, with description space, side bound, with holes, shaded, columns, with various numbers of columns, (WJ G7500 series)	1.70 / 170.00
234.	30	Pads Columnar Pads, 8 1/2 x 14, with description top bound, with holes at top, various numbers of columns, (WJ G7600 series)	1.50 / 45.00
235.	6G	Typewriter Ribbons, Film, for IBM Selectric II Correctable, (Nu-kote B86HY)	140.00 / 840.00
236.	3G	Typewriter Ribbons, Film, for Royal SE5005, 5035 Correctable, (Royal 421322)	440.00 / 1320.00
237.	4G	Lift-off Tapes for Royal SE5005 Correctable, (Nu-Kote 86TL)	50.00 / 200.00
238.	48	Reference File, V-Style, (Rolodex VIP-24)	10.60 / 508.80
239.	288	Mechanical Pencil, side advance, .5mm capacity, (Quicker Clicker PD 345)	2.25 / 648.00
240.	120	Eraser Refill, for Quicker Clicker PD 345	.57 / 68.40
241.	10G	Note Pads, 3 x 5, with strip of adhesive, (Post-It Notes)	100.00 / 1000.00
242.	20G	Note Pads, 3 x 3, with strip of adhesive, (Post-It Notes)	78.00 / 1560.00

	Order Quantity	Item	
243.	10G	Note Pads, 1 1/2 x 2, with strip of adhesive, (Post-It Notes)	$ 34.00 / $ 340.00
244.	6G	Note Pads, 2 x 3, with strip of adhesive, (Post-It Notes)	57.00 / 342.00
245.	200	Telephone Message Books, NCR, 4/Page, wire-bound, duplicate, 400/sets to a book, ~~(Aico 50-176)~~ SCM #CB4-511	3.70 / 740.00
246.	12	Telephone List Finder, Push Bar Access, Metal, Black, (Bates Director, P5-DBK)	14.25 / 171.00
247.	12	Telephone List Finder Refills, Bates Director	4.25 / 51.00
248.	8	File Box, Metal, 3 x 5 x 13, Black, (GW 1353)	10.50 / 84.00
249.	6	File Box, Metal, 5 x 8 x 4, Black, (GW 855)	6.15 / 36.90
250.	8	File Box, Fiberboard, 3 x 5 x 11, Lift-Off Lid, ~~(Hedges 1035)~~ G/W #93-BLA	4.40 / 35.20
251.	8	File Box, Fiberboard, 4 x 6 x 11, Lift-Off Lid, ~~(Hedges 1046)~~ G/W #94-BLA	4.90 / 39.20
252.	8	File Box, Fiberboard, 5 x 8 x 11, Lift-Off Lid, ~~(Hedges 1058)~~ G/W #95-BLA	5.50 / 44.00
253.	96	Receipt Book, 4/page, triplicate, 200 sets/book, (Rediform 8K808)	6.75 / 648.00
254.	12	Reference Books, Thesaurus, (Roget's)	10.00 / 120.00
255.	60	Reinforcements, Self-adhesive, 1/4" Diam., (Avery 5720)	3.30 / 198.00
256.	24	Pencil Cups, Plastic, Black	1.95 / 46.80

PLEASE NOTE: THE ITEMS LISTED ARE ESTIMATED QUANTITIES ONLY. THE QUANTITY ORDER AMOUNTS MAY BE MORE OR LESS THAN STATED.

Bond No.....

Fidelity and Deposit Company

HOME OFFICE OF MARYLAND *BALTIMORE, MD. 21203*

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, BUSINESS EQUIPMENT CO., INC.
620 S. Calhoun Street
Fort Wayne, IN 46802, as Principal, (hereinafter called the "Principal"), and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, of Baltimore, Maryland, a corporation duly organized under the laws of the State of Maryland, as Surety, (hereinafter called the "Surety"), are held and firmly bound unto CITY OF FORT WAYNE
3rd Floor, City-County Building
Fort Wayne, IN 46802 as Obligee, (hereinafter called the "Obligee"), in the sum of Five Hundred and no/100---------- Dollars ($ 500.00), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Office Supplies

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a contract with the Obligee in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding or contract documents with good and sufficient surety for the faithful performance of such contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter into such contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 26th day of October A.D. 19 89

Diane A. Kurtz
Witness

BUSINESS EQUIPMENT CO., INC. (SEAL)
Principal

Fritzy J. Oler, Sec/Treas
Title

FIDELITY AND DEPOSIT COMPANY OF MARYLAND
Surety

Carol J. Jennings
Witness

By Virginia T. Axson (SEAL)
Title

Carol J. Jennings

Virginia T. Axson
Attorney-in-fact

C325d—150M.
Approved by The American Institute of Architects.
A.I.A. Document No. A-310 February 1970 Edition.

Power of Attorney

FIDELITY AND DEPOSIT COMPANY OF MARYLAND

HOME OFFICE, BALTIMORE, MD

KNOW ALL MEN BY THESE PRESENTS: That the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, a corporation of the State of Maryland, by C. M. PECOT, JR., Vice-President, and C. W. ROBBINS, Assistant Secretary, in pursuance of authority granted by Article VI, Section 2, of the By-Laws of said Company, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, does hereby nominate, constitute and appoint Duane E. Lupke, Donald L. Coffey, Edward B. Rice, Walter E. Boose, Virginia T. Axson, Gerald Clancy and Judith A. Snyder, all of Fort Wayne, Indiana, EACH its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings...

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Baltimore, Md., in their own proper persons. This power of attorney revokes that issued on behalf of Duane E. Lupke, etal, dated, April 2, 1986.

The said Assistant Secretary does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article VI, Section 2, of the By-Laws of said Company, and is now in force.

IN WITNESS WHEREOF, the said Vice-President and Assistant Secretary have hereunto subscribed their names and affixed the Corporate Seal of the said FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 1st day of October, A.D. 1987

FIDELITY AND DEPOSIT COMPANY OF MARYLAND

ATTEST: (SEAL) C. W. Robbins, Assistant Secretary — By C M Pecot, Vice-President

LOOK FOR THE FD WATERMARK FOR YOUR PROTECTION

STATE OF MARYLAND
CITY OF BALTIMORE } ss:

On this 1st day of October, A.D. 1987, before the subscriber, a Notary Public of the State of Maryland, in and for the City of Baltimore, duly commissioned and qualified, came the above-named Vice-President and Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself deposeth and saith, that they are the said officers of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and that the said Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal, at the City of Baltimore, the day and year first above written.

(Seal: CAROL J. FADER NOTARY PUBLIC BALTIMORE CITY) Carol J. Fader

Notary Public Commission Expires July 1, 1990

CERTIFICATE

I, the undersigned, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy, is in full force and effect on the date of this certificate; and I do further certify that the Vice-President who executed the said Power of Attorney was one of the additional Vice-Presidents specially authorized by the Board of Directors to appoint any Attorney-in-Fact as provided in Article VI, Section 2, of the By-Laws of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND.

This Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 16th day of July, 1969.

RESOLVED: "That the facsimile or mechanically reproduced signature of any Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed."

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said Company, this 26th day of October, 1989.

044-2987

Christopher T. Maddox
Assistant Secretary

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of Business Equipment Co. does hereby make the following representations to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council of the City of Fort Wayne, Indiana, has passed an ordinance condemning the apartheid policies of the country of South Africa;

WHEREAS, council's ordinance requires that all persons, firms or corporations submitting bids to the City, for goods and services, certify, as part of the bid, that such entity does not support the policies of apartheid in South Africa.

The undersigned states, on behalf of Business Equipment, that Business Equipment Co. does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this certification has been signed this 25th day of October, 19 89.

Business Equipment Company

Name of Bidder/Vendor

Diane A. Kurtz

Diane A.Kurtz, Buyer

Name and Title of Person Signing

Prescribed by the State Board of Accounts

Form No. 95 (Revised 1987)

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: Oct.25,1989

1. Governmental Unit: City of Fort Wayne
2. County: Allen
3. Bidder (Firm): Business Equipment Co.
   Address: 620 So. Calhoun St.
   City/State: Fort Wayne, IN 46802
4. Telephone Number: (219) 423-2588
5. Agent of Bidder (If applicable): Diane A. Kurtz

Pursuant to notices given, the undersigned offers bid(s) to City of Ft. Wayne (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Diane A. Kurtz
Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount
per attached sheets					

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
ALLEN COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Business Equipment CO.
Bidder (Firm)
Diane A. Kurtz
Signature of Bidder or Agent

Subscribed and sworn to before me this 26th day of October 1989.

My Commission Expires: 6-15-92
County of Residence: Allen

Sharon E. Lewellyn
Notary Public

SHARON E. LEWELLYN
Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Date: _____

Contracting Authority Members:

_____ _____
_____ _____
_____ _____

FRONT PAGE/INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET - ROOM 350
PHONE 219-427-1101

BID OPENING DATE 10-26-89 @ 11:00 AM BID REFERENCE # 890

SEALED BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M. ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS & SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER".

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES

AND REQUESTED BY OFFICE SERVICES

THIS BID REQUIRES A XXXXXXX $500.00 BID BOND, CERTIFIED OR CASHIER'S CHECK OF ALL BIDDERS.

THIS BID REQUIRES A _____ 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: _____% IF PAID WITHIN _____ DAYS.

THIS INVITATION IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY THE CITY OF FORT WAYNE WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH ACCOMPANYING SPECIFICATIONS.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME O'Reilly Office Supply Co. Inc.

STREET ADDRESS 1216 W. MAIN STREET

CITY Ft WAYNE, IN PHONE # 219-420-8000

BY _____
REPRESENTATIVE SIGNATURE

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of O'Reilly Office Supply Co., Inc. does hereby make the following representations to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council of the City of Fort Wayne, Indiana, has passed an ordinance condemning the apartheid policies of the country of South Africa;

WHEREAS, council's ordinance requires that all persons, firms or corporations submitting bids to the City, for goods and services, certify, as part of the bid, that such entity does not support the policies of apartheid in South Africa.

The undersigned states, on behalf of O'Reilly Office Supply Co. Inc. that O'Reilly Office Supply Co. Inc. does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this certification has been signed this 25th day of October, 19 89.

O'Reilly Office Supply Co. Inc.

Name of Bidder/Vendor

V.P.

Name and Title of Person Signing

	Estimated Order Quantity	Item	Unit Price / Total
1.	400	Report Covers, 11 x 8 1/2, side opening, (Accopress #2507), various colors Smead 1298	.95ea / 380.00
2.	200	Report Covers, 11 x 8 1/2, end opening, (Accopress #1704), various colors Smead 912	1.15ea / 230.00
3.	200	Report Covers, 14 x 8 1/2, end opening, (Accopress #1904), various colors Smead 914	1.32ea / 264.00
4.	800	Nylon Prong Binders, 14 7/8 x 11, for computer print-outs, (Wilson Jones 14-1411N)	1.69ea / 1352.00
5.	24	Three Ring Binder, 8 1/2 x 11, 1 1/2 " ring, national 62-185 front and rear pockets, (Wilson Jones 364-34)	2.06ea / 49.44
6.	24	Three Ring Binder, 9 1/2 x 6, 1" ring, 68-969 (Wilson Jones B3-198-12B or Wilson Jones 364-12B)	2.50ea / 60.00
7.	24	Three Ring Binder, 9 1/2 x 6, 2" ring, 68-962 (Wilson Jones B3-198-42B)	4.25ea / 102.00
8.	24	Three Ring Binder, 8 1/2 x 5 1/2, 2" ring, national 68-952 (Wilson Jones B3-198-40B)	4.25ea / 102.00
9.	24	Three Ring Binder, 8 1/2 x 5 1/2, 1" ring, 68-959 (Wilson Jones B3-198-10B)	2.59ea / 62.16
10.	30	B&P 1470 Roll Books 10 1/2 x 8 1/4 with 150 pages	18.64ea / 559.20
11.	40	Account Book, 150 Pages, ledger, journal or record, (National ~~37-331~~, or B&P 67-1/8) 57-412	10.71ea / 428.40
12.	12	Gross Steno notebooks, spiral bound, 36-746 (~~WJ 1115W~~)	.56ea / 967.68
13.	200	Report Covers, Plastic with slide-on spine, clear C-line 32557	.16ea / 32.00
14.	200	Report Covers, Plastic with slide-on Spine, colors	.16ea / 32.00
15.	12C	Report Covers, double inside pockets, with 3 fasteners, Asst. Colors, (Duo Tang #54128)	.34ea / 408.00
16.	12C	Report Covers, 3 double tang fasteners, Asst. Colors, (Duo-Tang #51258)	.24ea / 288.00

	Estimated Order Quantity	Item	Unit Price / Total
17.	1M	Report Covers, double inside pockets, w/o metal fasteners, Asst. Colors, (Duo-Tang #50125)	.20 ea. / 200.00
18.	60	Metal Drawer Frames for 8 1/2 x 11 hanging files 03918	1.23 ea. / 73.80
19.	24	Metal Drawer Frames for 8 1/2 x 14 hanging files 03919	1.35 ea. / 32.40
20.	40M	File Folders heavy manila, 8 1/2 x 11 1/3, 1/5 or straight cut 150L - 153L or 155L	45.00 M / 1800.00
21.	20M	File Folders heavy manila, 8 1/2 x 14 1/3, 1/5 or straight cut 150C - 153C or 155C	58.00 M / 1160.00
22.	2M	Hanging Folders, 8 1/2 x 11 C15H	173.60 M / 347.20
23.	2M	Hanging Folders, 8 1/2 x 14 C25H	211.60 M / 423.20
24.	500	Hanging Folders, Box Bottom, 8 1/2 x 11, (Pendaflex F2-4152 x 2) 10H x 2	.40 ea. / 200.00
25.	200	Hanging Folders, Box Bottom, 8 1/2 x 14, (Pendaflex F2-4153 x 2) 20H x 2	.46 ea. / 92.00
26.	1M	File pockets, 1 3/4" expansion, 8 1/2 x 11, (Smead 1514C or Wilson Jones #62)	.65 ea. / 650.00
27.	1M	File pockets, 1 3/4" expansion, 8 1/2 x 14, (Smead 1516C or Wilson Jones #72)	.78 ea. / 780.00
28.	15C	File pockets, 3 1/2" expansion, 8 1/2 x 11, (Smead 1524E)	.76 ea. / 1140.00
29.	1M	File pockets, 3 1/2" expansion, 8 1/2 x 14, (Smead 1526E)	.88 ea. / 880.00
30.	15C	File pockets, 5 1/4" expansion, 8 1/2 x 11, (Smead 1534 or WJ 66)	.89 ea. / 1335.00
31.	1M	File pockets, 5 1/4" expansion, 8 1/2 x 14, (Smead #1536G or WJ 76)	1.03 ea. / 1030.00
32.	30	Dictionary, Webster's Collegiate, 9th Edition	12.98 ea. / 389.40
33.	60	Expanding Wallets, 11 3/4 x 9 1/2, 5 1/4" exp. (Smead 1073G)	1.3 / ea. / 78.60

	Estimated Order Quantity	Item	Unit Price / Total
34.	60	Expanding Wallets, 11 3/4 x 9 1/2, 3 1/2" exp., (Smead 1053E)	1.19ea. / 71.40
35.	120	Expanding Wallets, 15 x 10, 3 1/2" exp.. (Smead M6-1056E)	1.39ea. / 166.80
36.	2M	Envelopes, Sub. 32, Buff, Clasp, 7 1/2 x 10 1/2 06-164	72.60M / 145.20
37.	4M	Envelopes, Sub. 32, Buff, Clasp, 10 x 13 06-170	89.20M. / 356.80
38.	1M	Envelopes, Sub. 32, Buff, Clasp, 11 1/2 x 14 1/2 06-171	117.50M. / 117.50
39.	1M	Envelopes, Sub 32, Buff, Clasp, 12 x 15 1/2 06-172	120.00M / 120.00
40.	1M	Envelopes, Sub. 32, Buff, Clasp, 6 x 9 06-160	63.00M. / 63.00
41.	2M	Envelopes, Sub. 32, Buff, Clasp, 9 1/2 x 14 1/2 06-167	105.00M. / 210.00
42.	1M	Envelopes, Sub. 32, Buff, Clasp, 10 x 15 06-169	112.00M / 112.00
43.	10M	Envelopes, Sub. 32, Buff, Clasp, 9 x 12 06-166	78.00M. / 780.00
44.	24	sets File guides, pressboard, 11 x 8 1/2, 11 x 8 1/2, metal tabbed w/o rod eyelet (Smead S1151-25)	10.88st. / 261.12
45.	48	sets File guides, pressboard, 11 x 8 1/2, Alpha, plastic tabs, (Oxford G7-xP225) Smead 115-25	6.95st. / 333.60
46.	48	sets File guides, pressboard, 14 x 8 1/2, Alpha, plastic tabs, (Oxford GX-XP1025) 215-25	8.95st. / 429.60
47.	24	sets File guides, pressboard, 14 x 8 1/2, Alpha, metal tabs, w/o rod eyelet, (Smead S2151-25)	12.75st. / 306.00
48.	36	sets Card Guides, 3 x 5, Alpha, plain tabs, Buff, (Smead 515-25, Barkley 575-2)	1.47st. / 52.92
49.	24	sets Card Guides, 4 x 6, Alpha, plain tabs, Buff, (Smead 625-25, Barkley 675)	1.12st. / 26.88
50.	10	bxs. Card Guides, 3 x 5, 1/3 cut, plain blank, 100 per box, (Smead 523)	2.25Bx / 22.50
51.	10	bxs. Card Guides, 4 x 6, 1/3 cut, plain blank tab, 100 per box, (Smead 623)	3.30Bx / 33.00

	Estimated Order Quantity	Item	Unit Price / Total
52.	10	bxs. Card Guides, 5 x 8, 1/3 cut, plain blank tab, 100 per box, (Smead 823)	5.10Bx./ 51.00
53.	48	sets Card Guides, 4 x 6, Buff, Alpha, plastic tabs, (Oxford G1-X4625-BF) bW 42C56	2.40st./ 115.20
54.	24	sets Card Guides, 5 x 8, Buff, Alpha, plastic tabs,(Smead G3-8150-25)	3.95st./ 94.80
55.	48	sets Card Guides, 3 x 5, Alpha, plastic tabs, (Smead G3-~~5250~~-25) bW 32C55	1.80st./ 86.40
56.	10	Bxs. Tabulating Card Guides, 7 3/8 x 3 1/4, 1/5 cut (Smead G3-TA25)	3.95Bx./ 39.50
57.	20M	Index Cards, white ruled, 3 x 5, (1/m box) 23-300	3.40m./ 68.00
58.	10M	Index Cards, white ruled, 4 x 6, (1/m box) 23-302	5.90m./ 59.00
59.	8M	Index Cards, white ruled, 5 x 8, (500/c box) 23-304	9.20m./ 73.60
60.	15C	Filler Paper, 3 ring, white faint ruled, 500 box, 8 1/2 x 11,(National 14-281)	2.85c./ 42.75
61.	4M	Filler Paper, 3 ring, white faint wide ruled, 8 1/2 x 11, reinforced,(B & P A3-5312-102A) 5312-102A	62.00m./ 248.00
62.	1M	Filler Paper, 3 ring, white faint ruled, 9 1/2 x 6, (National A3-14-261 or Plain A3-14-260)	31.50m./ 31.50
63.	1M	Filler Paper, 3 ring, white faint ruled, 8 1/2 x 5 1/2,(National A3-14-251 or Plain A3-14-250)	21.00m./ 21.00
64.	200	Analysis Pads, 11 x 8 1/2, side bound, w/holes on bound side, Buff or Green, this includes, 2,3,4,5,6,7,and 8 columns, (WJ 7200 Series)	1.60ea./ 320.00
65.	30	Analysis Pads, Wilson Jones G7214D	3.46ea./ 103.80
66.	30	Analysis Pads, Wilson Jones G7513	3.46ea./ 103.80
67.	30	Analysis Pads, Wilson Jones G7608GW 45-108	1.99ea./ 59.70
68.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-3) National 17-403	11.35c./ 90.80

Estimated Order Quantity		Item	Unit Price / Total
69.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-8) 17-408	11.25c. / 90.00
70.	20G	Legal ruled pads, 8 1/2 x 14, yellow & white	74.40gr. / 1488.00
71.	20G	Legal ruled pads, 8 1/2 x 11 3/4, yellow & white	60.00gr. / 1200.00
72.	12G	Legal ruled pads, 5 x 8, yellow & white	36.00gr. / 432.00
73.	3M	Sheet Protectors, Acetate, 8 1/2 x 11, for 3 ring binders, (C-Line 00010)	70.00M. / 210.00
74.	12	rolls Correction Tape, adhesive, 1/6" wide, (Avery CR 16)	.75rl. / 9.00
75.	24	Paper Spindles 27801	.95ea. / 22.80
76.	15	pack Correction Paper for typing, white/colors, (Super Ko-Rec-Type, 01-1SK)	.95ph. / 14.25
77.	50	LB. Rubber Bands, 1/4# Box and 1# Box, assorted sizes	1/4 lb - .54 Bx 1 lb Bx - 1.95 Bx 97.50
78.	6	File Boxes, Metal, 3 x 5 x 8, (Weis #835)	8.80ea. / 52.80
79.	6	File Boxes, Metal, 3 x 5 x 6, Black, (GW H4-653)	5.48ea. / 32.88
80.	6	File Boxes, Metal, 4 x 6 x 6, Black, (GW H4-664)	6.75ea. / 40.50
81.	6	File Boxes, Metal, 4 x 6 x 4, Black, (GW H4-644)	5.45ea. / 32.70
82.	6	File Boxes, Metal, 4 x 6 x 8, Black, (GW #846)	10.28ea. / 61.68
83.	8	File Boxes, Metal, 3 x 5 x 3, Black, (GW H4-533)	3.88ea. / 31.04
84.	6	File Boxes, Metal, 5 x 8 x 8, Black, (GW #858)	11.85ea. / 71.10
85.	240	Storage Boxes, 12 Ctn, (#11 Liberty Storage Bx) Perma - # 08191	3.80ea. / 912.00
86.	240	Storage Boxes, 12 Ctn, (#12 Liberty Storage Bx) 08192	4.30ea. / 1032.00
87.	60	Storage Boxes, 12 Ctn, (#725 Liberty Storage Bx) 05010	1.99ea. / 119.40
88.	24	Clipboard, 6 x 9 05-610	.88ea. / 21.12
89.	120	Clipboards, 8 1/2 x 11 05-612	.89ea. / 106.80

	Estimated Order Quantity	Item	Unit Price / Total
90.	60	Clipboards, 8 1/2 x 14 05-613	.95eq. / 57.00
91.	100M	Paperclips, #1, standard, rustproof 01001	1.10M. / 110.00
92.	12	Bxs. Butterfly Paper Clamps (12/box) 01003	.39Bl / 4.68
93.	20M	Jumbo paper clips, 2" long 01002	3.50M. / 70.00
94.	180	Magnetic clips with 1 1/4" clamp, 18/Box (Boston P3-2026) 04337	.43eq. / 77.40
95.	120	Magnetic clips with 2 1/4" clamp, 12/Box (Boston P3-2027) 04338	.59eq. / 70.80
96.	48	Paper clip holders, Magnetic CD-8	.63eq. / 30.24
97.	48	Dz. Binder Clips/Paper Clamps, (Manhattan #20)	.41dz. / 19.68
98.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #50)	.85dz. / 61.20
99.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #100)	2.40dz. / 172.80
100.	120	Stamp Pads, Asst. Colors, (Sanford's #1) Carter's	.89eq. / 106.80
101.	60	Stamp Pads, Asst. Colors, (Sanford's #2) Carter's	1.89eq. / 113.40
102.	48	Stamp Pad Inker, Roll-on, Asst. Colors 21-44X	1.15eq. / 55.20
103.	48	Tape Dispensers, Hand held, 1/2" (Scotch H-126)	.35eq. / 16.80
104.	30	Tape Dispenser, Black, for tape 3/4" x 1296, (Scotch R8-C40)	4.30eq. / 129.00
105.	8	Tape Dispenser, 3" core, for tape 1" x 2592, (Scotch R8-C25)	11.60eq. / 92.80
106.	120	Tape Dispensers, Hand Held, 3/4", (Scotch H-127)	.35eq. / 42.00
107.	6	Dz. Erasers, (Pink Pearl #100) 70520	3.45dz. / 20.70
108.	8G	Erasers, Pencil Tip Wedge 73015	6.75gr. / 54.00
109.	4	Dz. Erasers, (Art Gum #211) 73030	4.25dz. / 17.00
110.	6	Dz. Erasers, (Eberhard Faber Pink Pearl #400) 70526	4.68dz. / 28.08

	Estimated Order Quantity	Item	Unit Price / Total
111.	120	Bxs. Paper Fasteners, Metal, 50/Bx, (#22 Acco Fasteners)	2.60Bx. / 312.00
112.	30	Dz. Finger Tips, Asst. sizes, (Parr Swingline) Office mate FS-11	.80dz. / 24.00
113.	8	Copy Holder, Metal, 7 x 9 1/2, (Liberty #76)	5.10ea. / 40.80
114.	72	Bxs. Push Pins, Plastic heads, Assted Colors (100/box) 03280	1.05Bx. / 75.60
115.	120	Desk Trays, Letter size, stackable, (Eldon #1600)	1.35ea. / 162.00
116.	96	Desk Trays, Large size, stackable, (Eldon #1604)	5.62ea. / 539.52
117.	24	Eraser, (Magic Rub Drafting Faber-Castell T9-1954) 73201	.36ea. / 8.64
118.	5C	Paper Fasteners, Self-Adhesive, 2" cap., (Acco Z1-70021) Smead 2 ABF	4.45Bx. / 22.25
119.	200	Pkg. Labels, self-adhesive, 2 x 4, (Avery S-6432) Dennison 43-560	1.59Bx. / 318.00
120.	15C	Pkg. Labels, Self-Adhesive, for mailing, 15/16" x 2 11/16", 33 Labels on an 8 1/2" x 11" sheet, to be used in copiers and Laser Printers 37-121	12.90Cy / 193.50
121.	70	Dz. Hi-Liters, assted colors, wide tip, (Carters 09-07742--09-07749)	3.36dz / 235.20
122.	96	Envelope Moistner, plastic tube with sponge end, (Sterling Master) 04229	.37ea. / 35.52
123.	40G	Pencils, black lead, #2, 2 1/2 and 3, (Ticonderoga)	15.00Gr / 600.00
124.	12	Dz. Pencils, Asst. Colors, w/erasers, (Eagle VeriThin) Faber Castell - 1200 series	2.59dz / 31.08
125.	2	Dz. Pen Refills, Universal, ball point, blue, black and red, med. pt. and fine pt. Fisher	5.95dz. / 11.90
126.	6G	Wide tip markers, asstd. colors, (El Marko 751-759-01) Carter's 0788X	66.60Gr. / 399.60
127.	24	Pkgs. Eraser Refills, Mechanical Pencil, (Pentel Sharp #5) Z2-1	.40ea. / 9.60

	Estimated Order Quantity	Item	Unit Price / Total
128.	24	Pens and attachable anchors, (Sta-Put, W. T. Rogers)	1.87ea. / 44.88
129.	24	Pen refills, for attachable pens, (Sta-Put, W. T. Rogers)	1.04ea. / 24.96
130.	40G	Pens, med. pt., asst. colors, (Bic Deluxe C-PM011) BSM11	11.40gr. / 456.00
131.	20G	Pens, Fine point, asst. colors, (Bic BC-FS11)	40.80gr / 816.00
132.	120	Mechanical Pencils, .5mm lead, (Pental Sharp 5) Sanford # 64241	2.15ea. / 258.00
133.	160	tubes Lead for mechanical pencils, .5mm, asstd. shades and darkness Pental C505	.37tu. / 59.20
134.	48	Letter Openers, metal, medium priced 03008	.47ea. / 22.56
135.	1	ctn. Gummed reinforcements, 1/4" diam., 72 boxes/carton, (Dennison #2)	40.32ctn / 40.32
136.	48	Ruler, 12", wood with double metal edge	.55ea. / 26.40
137.	48	Ruler, 15", wood with double metal edge	.68ea. / 32.64
138.	48	Ruler, 18", wood with double metal edge 101C-8	.82ea. / 39.36
139.	148	Pairs, Scissors, 8", straight, medium priced	2.35ea. / 347.80
140.	148	Staplers, Desk, Standard, Black Bostitch B660	3.98ea. / 589.04
141.	4G	Pens, asst. colors, med. pt., (Papermate PA-931, 2, 3)	21.00gr. / 84.00
142.	4G	Pens, Fine pt., asst. colors, (Papermate PA-936, 7, 8)	21.00gr. / 84.00
143.	36	Pkgs Chalk, anti-dust, (Crayola T2-1402) 314-005	.35Bx / 12.60
144.	6	Chalk Eraser, (Weber Costello, TS-804-526)	.79ea. / 4.74
145.	300	Bxs. Staples, standard, for desk staplers JB8A-1M-CP	.55Bx / 165.00
146.	60	Bxs. Staples, undulated, (Ace #700)	1.68Bx / 100.80
147.	12	Stapler, clipper type, (Ace #702)	11.00ea / 132.00

	Estimated Order Quantity	Item	Unit Price / Total
148.	148	Staple remover, (Ace Standard #60) SRB	.35ea. / 51.80
149.	12	Pencil Sharpener, self-feed, beige color, vacuum base, (Boston 1068) AP503	11.40ea. / 136.80
150.	20	Pencil Sharpener, attachable base, selectable diameters, tan w/brown base, (Berol U8-AP806)	8.30ea. / 166.00
151.	24	Desk Organizers, metal, vertical file, 6 slots, (GW #306) Globe Weis #6	14.21ea. / 341.04
152.	60	Rls. Tape, Packaging, 2" x 72 yds., clear (Scotch R8-3750-2-60)	2.88rl. / 172.80
153.	200	Rolls, Tape, mending, 1/2" x 1296", (Scotch #810)	1.11rl. / 222.00
154.	600	Rolls, Tape, mending, 3/4" x 1296", (Scotch #810)	1.46rl. / 876.00
155.	72	Rolls, Tape, mending, 3/4" x 2592", (Scotch #810)	2.60rl. / 187.20
156.	72	Rolls, Tape, drafting, 3/4" x 60 yds., (Scotch #230)	2.10rl. / 151.20
157.	72	Rolls, Tape, drafting, 1" x 60" yds., (Scotch #230)	2.59rl. / 186.48
158.	120	Rolls, Tape, masking, 1" x 60 yds., (Scotch R8-202-1)	2.99rl. / 358.80
159.	72	Tape, masking, 2" x 60 yds., (Scotch R8-202-2)	5.99rl. / 431.28
160.	75'	Magnetic Tape, 1/2" wide A8-10F2	28.50rl / 28.50
161.	24	Rls. Labeling Tape, 1/4", asstd colors, ~~(Dymo)~~ 760	.55rl. / 13.20
162.	48	Rls. Labeling Tape, 3/8", asstd colors, ~~(Dymo)~~ 760	.72rl. / 34.56
163.	96	Rls. Labeling Tape, 1/2", asstd colors, ~~(Dymo)~~ 760	.90rl. / 86.40
164.	24	Engineer Scales & Cases (3 sided) D2-P232ET	2.86ea. / 68.64
165.	36	Bxs. Tabbing, 1/2", Index, asstd colors, 5 pkgs/box, (Aico) 10121	.67Bx. / 24.12
166.	36	Bxs. Tabbing, 3/8", Index, asstd colors, 5 pkgs/box, (Aico) 10381	.67Bx. / 24.12
167.	72	Rls, Tape, Filament, 3/4"x60 yds., (Scotch R8-898)	3.86rl. / 277.92

	Estimated Order Quantity	Item	Unit Price / Total
168.	72	Desk Pad Blotters, 19 x 24, green, brown, or black	1.36 ea. / 25.92
169.	72	Desk Pads, 19 x 24, green, brown, or black, with 4 padded corners, gold border design 21403	3.40 ea. / 244.80
170.	100	Desk Pad Covers, acetate, 19 x 24, .0075 thick 68700	1.99 ea. / 99.00
171.	48	Paper Punch, clipper type, 1/4", (Premier 404) 04375	1.98 ea. / 47.04
172.	48	Pad Holder, with clip, 5 x 8, Black, (Hazel N2-R535-61) 72-494	2.45 ea. / 117.60
173.	48	Pad Holder, with clip, 8 1/2 x 11, Black, (Hazel N2-R535-61) 72-495	4.10 ea. / 196.80
174.	48	Pad Holder, with clip, 8 1/2 x 14, Black, (Hazel N2-R253-61) 72-496	4.85 ea. / 232.80
175.	10G	Correction Fluid, white, (Liquid Paper) 564-61	115.20 gr. / 1152.00
176.	1G	Correction Fluid Thinner, (Liquid Paper Thinner) 565-01	69.12 gr. / 69.12
177.	4G	Correction Fluid, for copies, (Liquid Paper) 710-01	120.96 gr. / 483.84
178.	2G	Correction Fluid, colors, (Liquid Paper)	120.96 gr. / 241.92
179.	48	Stamp Pad Ink, 1 1/2 oz., assorted colors 04-018 Avia	1.30 ea. / 62.40
180.	24	Rubber Cement, 4 Oz., (Carter's)	.60 ea. / 14.40
181.	6	Rubber Cement Empty Pint Jar, w/app. brush 22-632	4.50 ea. / 27.00
182.	5	Gal. Rubber Cement, one gallon containers, (Carter's) 22-840	12.25 ea. / 61.25
183.	6	Qts. Rubber Cement Thinner, one quart, (Carter's) 22-844	2.99 ea. / 17.94
184.	12	Typewriter Cleaning Fluid, 2 Oz., (Dr. Scat) 1004	1.75 ea. / 21.00
185.	100	Poster Board, 22" x 28", white 58-010	.63 ea. / 63.00
186.	72	Bx Thumb Tacks, non-rusting metal, large, 100 per box 03204	.53 Bx. / 38.16

	Estimated Order Quantity	Item	Unit Price / Total
187.	48	Bxs. Map Tacks, assorted colors 03122	.65Bx. / 31.20
188.	400	Sets Indexes, 3-ring, clear or colored tabs, (Aico C1-213-8) National 23-984 or 23-985	.45st. / 180.00
189.	96	Desk Cleaner, (3M Desk & Office Cleaner) 573	1.99ea. / 191.04
190.	12	Sets Book Ends, Metal, 9" BE-9	4.95pr. / 59.40
191.	12	Sets Book Ends, metal, 5" Rogers 27106	1.30pr. / 15.60
192.	24	Wastebaskets, 15", Heavy Duty Rubber, Blk 2956	2.95ea. / 70.80
193.	24	Wastebaskets, 12 1/4", Heavy Duty Rubber, Blk 2955	2.20ea. / 52.80
194.	40	Binders, nylon posts, 8 1/2 x 11 3/4, for burst print-outs, 10/box, (WJ 47-812) National 93-609	1.98ea. / 79.20
195.	24	Binders, metal post, ledger style, 9 1/4 x 11 7/8, 5/16" posts, (WJ 241-40N)	15.00ea. / 360.00
196.	120	Data Binder, for burst or unburst sheets, 8 1/2 x 11, (Wilson Jones ~~47-811~~) discontinued sub C14-811N	1.69ea. / 202.80
197.	24	Expanding File, 15 x 10, Alpha dividers, (Smead R219A)	8.10ea. / 194.40
198.	24	Expanding File, 12 x 10, Alpha, (Smead R217A)	6.10ea. / 146.40
199.	48	Indexes, for post binders, 9 1/4 x 11 7/8, 6 clear tabs, (WJ #~~504-40~~M) Disc. sub CI-5031-6C	2.85st. / 136.80
200.	20G	Felt Tip Pens, Fine Pt., Asst. Colors, (Berol Flash 32)	33.12gr. / 662.40
201.	20G	Felt Tip Pens, Medium Pt., Asst. Colors, (Berol Flash 30)	33.12gr. / 662.40
202.	2M	Rolodex Cards, plain white, 3 x 5, (C-35)	9.00M. / 18.00
203.	20	Paper Punch, 3 hole, Heavy Duty 74020	8.00ea. / 160.00
204.	12	Date Stamp, (Rex-1, Pullman PD-1) 01531	2.27ea. / 27.24
205.	12	Date Stamp, (Rex-2, Pullman PD-2) 01533	2.40ea. / 28.80
206.	2M	Rls. Adding Machine Tape, 2 1/4" 27-100	.29Rl. / 580.00

Estimated Order Quantity		Item	Unit Price / Total
207.	1C	Rls. Adding Machine Tape, 3" 27-105	.73rl. / 73.00
208.	1C	Rls. Adding Machine Tape, 3 7/16" 27-106	.78rl. / 78.00
209.	48	Sets Index, 3 Ring, A - Z, (Aico C-213)	2.26st. / 108.48
210.	40	Bxs. Tabs, plastic for hanging folders, (Oxford #42) Smead C5HT	.97Bx. / 38.80
211.	240	Micro-cassette, 60 minutes, (Scotch #543)	3.60ea. / 864.00
212.	500	Cassette Tapes, 60 minutes, (Scotch) 542-60	1.40ea. / 700.00
213.	500	Cassette Tapes, 90 minutes, (Scotch) 542-90	1.69ea. / 845.00
214.	2M	Envelopes, manila, oversize mailing, (Kraft #12) 06-246	50.00M. / 100.00
215.	4M	Shipping Tags, w/string, (Dennison S1-11-505)	29.95M. / 119.80
216.	4M	Rolodex Cards, 2 1/4" x 4"	7.00M. / 28.00
217.	1M	Filler Paper, 3 ring, plain, (National #14-280)	28.50M / 28.50
218.	600	Pkgs.,Labels, File Folder, asstd. colors, (Avery FF3) Dennison 43-770 series	1.20pk / 720.00
219.	10	Bxs. Tabs, Index, cloth, gray, (Dennison 59-106)	1.41Bx / 14.10
220.	60	Easel Pads, 27 x 34, (Ampad #~~24-031~~) 24-029	7.70ea. / 462.00
221.	96	Notebooks, spiral bound, college ruled, (KolorKraft D4-33-706)	1.99ea. / 191.04
222.	4	Dz. China Markers, asstd colors, (Berol 43-164T 169T and 3-170T-174T)	3.95dz. / 15.80
223.	120	Gluestick, 6 Oz., (Pritt Y9-95180) Dennison 00-166	.40ea. / 48.00
224.	12	Dz. Calculator Ribbons, cloth, BR80N	11.40dz. / 136.80
225.	8G	Lift-off Tape, for IBM Selectric II Correctable, (Scotch #~~555~~) 86L	47.52ea. / 380.16
226.	6	Bxs. Carbon Paper, Black, 8 1/2 x 11, for Typing, (Nu-Kote 02-NK11)	8.25Bx. / 49.50
227.	6	Bxs. Carbon Paper, Black, 8 1/2 x 14, for typing,	8.75Bx. / 52.50

Estimated Order Quantity		Item	Unit Price / Total
		(Nu-Kote 02-NK14)	
228.	10	Bxs. Carbon Paper, 8 1/2 x 11, Pen & Pencil, (Nu-Kote 02-B6010-11 1/2)	7.65Bx./ 76.50
229.	6	Bxs. Carbon Paper, 8 1/2 x 14, Pen & Pencil, (Nu-Kote 02-B6010-14)	8.25Bx./ 49.50
230.	48	Sorting Compound, moistener for finger tips, large, (Sortkwik) 10139	1.04ea./ 49.92
231	120	Vertical File, plastic, attachable sections, (Eldon Add-a-file System, HB-1601)	1.51ea./ 181.20
232.	36	Pkgs. Columnar Sheets, 9 1/4 x 11 7/8, white, includes, 2,3,4,6,8,10,10A,12,16,20,24,FR cols., (Wilson-Jones A1-10 series) National 17-402 series	11.40Bx./ 410.40 D2B 10251B9
233.	100	Pads Columnar Pads, 11 x 8 1/2, with description space, side bound, with holes, shaded, columns, with various numbers of columns, (WJ G7500 series)	1.69ea. 169.00
234.	30	Pads Columnar Pads, 8 1/2 x 14, with description top bound, with holes at top, various numbers of columns, (WJ G7600 series)	2.35ea./ 70.50
235.	6G	Typewriter Ribbons, Film, for IBM Selectric II Correctable, (Nu-kote B86HY)	142.56ea./ 855.36
236.	3G	Typewriter Ribbons, Film, for Royal SE5005, 5035 Correctable, (Royal 421322) B155	482.40ea./ 1447.20
237.	4G	Lift-off Tapes for Royal SE5005 Correctable, (Nu-Kote 86TL)	56.16ea./ 224.64
238.	48	Reference File, V-Style, (Rolodex VIP-24)	10.41ea./ 499.68
239.	288	Mechanical Pencil, side advance, .5mm capacity, (Quicker Clicker PD 345)	1.80ea./ 518.40
240.	120	Eraser Refill, for Quicker Clicker PD 345 PDE-1	.54ea./ 64.80
241.	10G	Note Pads, 3 x 5, with strip of adhesive, (Post-It Notes) 6559	70.56ea./ 705.60
242.	20G	Note Pads, 3 x 3, with strip of adhesive, (Post-It Notes) 6549	57.60ea./ 1152.00

	Order Quantity	Item	
243.	10G	Note Pads, 1 1/2 x 2, with strip of adhesive, (Post-It Notes) 6539	24.84gr., 248.40
244.	6G	Note Pads, 2 x 3, with strip of adhesive, (Post-It Notes) 656	63.36gr., 380.16
245.	200	Telephone Message Books, NCR, 4/Page, wire-bound, duplicate, 400/sets to a book, (Aico 50-176)	4.15ea., 830.00
246.	12	Telephone List Finder, Push Bar Access, Metal, Black, (Bates Director, P5-DBK)	16.46ea., 197.52
247.	12	Telephone List Finder Refills, Bates Director DC/RFL	4.88ea., 58.56
248.	8	File Box, Metal, 3 x 5 x 13, Black, (GW 1353)	10.90ea., 87.20
249.	6	File Box, Metal, 5 x 8 x 4, Black, (GW 855)	6.40ea., 38.40
250.	8	File Box, Fiberboard, 3 x 5 x 11, Lift-Off Lid, (Hedges 1035) Globe Weis # 93	DLB 4.60ea., 36.80
251.	8	File Box, Fiberboard, 4 x 6 x 11, Lift-Off Lid, (Hedges 1046) # 94	DLB 5.13ea., 41.04
252.	8	File Box, Fiberboard, 5 x 8 x 11, Lift-Off Lid, (Hedges 1058) # 95	DLB 5.73ea., 45.84
253.	96	Receipt Book, 4/page, triplicate, 200 sets/book, (Rediform 8K808)	6.67ea., 640.32
254.	12	Reference Books, Thesaurus, (Roget's) HO 2020	8.39ea., 100.68
255.	60	Reinforcements, Self-adhesive, 1/4" Diam., (Avery 5720)	2.71Bl., 162.60
256.	24	Pencil Cups, Plastic, Black 2520-86	3.13ea., 75.12

PLEASE NOTE: THE ITEMS LISTED ARE ESTIMATED QUANTITIES ONLY. THE QUANTITY ORDER AMOUNTS MAY BE MORE OR LESS THAN STATED.

Prescribed by the State Board of Accounts

Form No. 95 (Revised 1987)

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: OCTOBER 25, 1989

1. Governmental Unit: CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
2. County: ALLEN COUNTY
3. Bidder (Firm): O'REILLY OFFICE SUPPLY CO., INC.
   Address: 1216 WEST MAIN STREET
   City/State: FORT WAYNE, IN
4. Telephone Number: 219-420-8000
5. Agent of Bidder (If applicable): THOMAS P. O'REILLY

Pursuant to notices given, the undersigned offers bid(s) to CITY OF FORT WAYNE, ALLEN COUNTY, IN (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
ALLEN COUNTY) SS:

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

O'REILLY OFFICE SUPPLY COMPANY, INC.
Bidder (Firm)

Signature of Bidder or Agent

Subscribed and sworn to before me this 25TH day of OCT 1989.

My Commission Expires: APRIL 3, 1993

County of Residence: ALLEN

Dorothy L. Lepper
Notary Public)

DOROTHY L. LEPPER #228865
Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Contracting Authority Members: Date: _____

_____ _____

_____ _____

_____ _____

Read the first time in full and on motion by Henry, seconded by Talarico, and duly adopted, read the second time by title and referred to the Committee on City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock _____.M.,E.S.T.

DATED: 12-12-89

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Henry, seconded by Talarico, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	7			2
BRADBURY				✓
BURNS	✓			
EDMONDS	✓			
GiaQUINTA				✓
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: 12-26-89

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ ~~(APPROPRIATION)~~ ~~(GENERAL)~~ (SPECIAL) (ZONING MAP) ORDINANCE ~~RESOLUTION~~ NO. S-223-89, on the 26th day of December, 19 89,

Sandra E. Kennedy ATTEST
SANDRA E. KENNEDY, CITY CLERK

SEAL
Charles S. Redd
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 27th day of December, 19 89, at the hour of 1:30 o'clock P.M.,E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 4th day of January, 19 90, at the hour of 9:45 o'clock A.M.,E.S.T.

PAUL HELMKE, MAYOR

BILL NO. S-89-12-18

REPORT OF THE COMMITTEE ON CITY UTILITIES

THOMAS C. HENRY, CHAIRMAN
MARK E. GiaQUINTA, VICE CHAIRMAN
LONG, BURNS, TALARICO

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ approving the awarding of Reference #890 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and BUSINESS EQUIPMENT COMPANY AND O'REILLY'S OFFICE SUPPLY CO., INC. for Office Services

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) ~~(RESOLUTION)~~

DO PASS	DO NOT PASS	ABSTAIN	NO REC
Thomas C. Henry			
Mark E. GiaQuinta			
Samuel N. Talarico			
William O'Neill			

DATED: 12-26-89.

Sandra E. Kennedy
City Clerk

DIGEST SHEET

S 89-12-18

TITLE OF ORDINANCE: Special

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Reference No. 890 for office supplies for Office Services for 1990. The costs reflect the lowest and most responsive of five (5) vendors.

EFFECT OF PASSAGE: This bid consists of 256 inventory stock items used by the various departments throughout the City of Fort Wayne.

EFFECT OF NON-PASSAGE: Would have to buy as the departments needed, and would not receive the price break we get off bid.

MONIES INVOLVED:	Business Equip.	$34,039.59 +/-
	O'Reilly's	$25,412.95 +/-

PRICE AGREEMENT: Yes

PURCHASE ORDER:

SOURCE OF FUNDING: Office Svs 701-950-A154-4219

PRIOR APPROVAL: DATE:
(IF APPLICABLE)